

# MoDOT Realty Services

## *How Does the Conveyance Process Work?*

The Missouri Department of Transportation purchases, manages and sells property owned by the Missouri Highways and Transportation Commission (MHTC). Occasionally, realty assets may be available to transfer or sell to the public.

Various factors must be considered. The potential future need of the property being requested must be determined. If there are anticipated needs or if the relinquishment of the realty asset could impose a possible safety hazard, the asset cannot be sold.

A realty-asset inquiry is reviewed by a committee to determine if it is needed for highway purposes. Final approval must be given by the MHTC.

How the property was acquired determines who is eligible to buy it. The MHTC transfers ownership rights by “quitclaim deed” and may, at its discretion, include restrictive covenants within the conveyance deed.

Depending on the physical characteristics of the realty asset, it is classified as “stand alone” or “non-stand alone.” A stand-alone realty asset is typically offered for sale to the general public. A non-stand-alone realty asset is typically offered to the abutting property owners.

Fair market value of the property is determined prior to any sale. The buyer will be required to pay a

10 percent down payment. The remaining balance is due at closing. The deed must be recorded at the county courthouse by the buyer after the closing.

The timeframe needed to complete this process depends upon the complexity of the conveyance and other obligations of the department.

For more information on this process, please contact your local district office (listed on right).

### Getting Started

Submit a letter including:

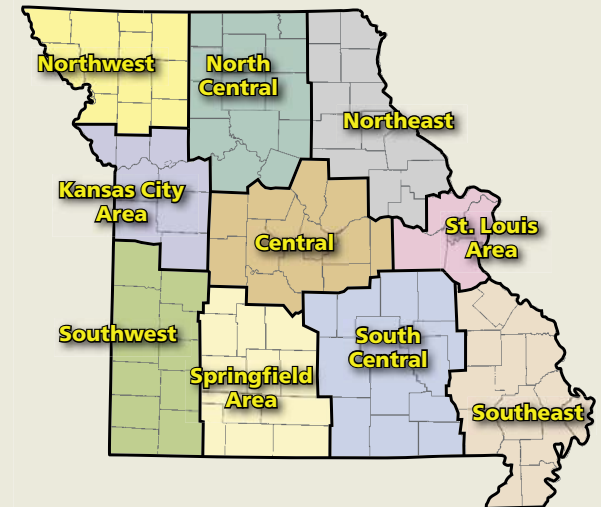
- Purpose or intended use of the realty asset
- Map, sketch or written description of location
- Copy of your deed (if you are the adjoining property owner)

A \$250 processing fee must be included with the request. Make the check payable to:

**“DIRECTOR OF REVENUE - CREDIT STATE ROAD FUND”**

The processing fee will be refunded if the realty asset is not available for sale. If the requesting party withdraws its request, the \$250 is forfeited.

Letters with the appropriate attachments as listed above can be mailed or delivered to your local district office.



**Northwest District**  
3602 N. Belt Highway  
St. Joseph, MO 64502  
816-387-2350

**North Central District**  
902 North Missouri St.  
Macon, MO 63552  
660-385-3176

**Northeast District**  
S. Route 61  
Hannibal, MO 63401  
573-248-2490

**Kansas City Area District**  
600 NE Colbern Road  
Lee's Summit, MO 64086  
816-622-6500

**Central District**  
1511 Missouri Blvd.  
Jefferson City, MO 65102  
573-751-3322

**St. Louis Area District**  
1590 Woodlake Drive  
Chesterfield, MO 63017  
314-340-4100

**Southwest District**  
3901 E. 32nd St.  
Joplin, MO 64802  
417-629-3300

**Springfield Area District**  
3025 E. Kearney St.  
Springfield, MO 65801  
417-895-7600

**South Central District**  
910 Springfield Road  
Willow Springs, MO 65793  
417-469-3134

**Southeast District**  
2675 N. Main St.  
Sikeston, MO 63801  
573-472-5342



## **REALTY**

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### *Services*

The Missouri Department of Transportation's Realty Services Section exists to actively manage and transfer ownership of state property that is no longer needed for transportation purposes.



Missouri Department of Transportation  
105 West Capitol Avenue  
P.O. Box 270  
Jefferson City, MO 65102

1-888-ASK-MODOT  
[www.modot.org](http://www.modot.org)

## **REALTY**

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### *Services*



Missouri Department of  
Transportation